



## Human Resources

### What's New, What's Hot

**Upcoming Retirement System Changes will Affect New Hires:** The following important changes resulting from Act 75 of the 2005 Regular Legislative Session will impact employees hired on or after July 1, 2006:

- Employee Contribution Rates change from 7.5% to 8%.
- Average Compensation changes from 36 highest months to 60 highest months of successive employment.
- Purchase of Service Credit - If applied for by June 30, 2005 and paid by June 30, 2006, members with one year of service could purchase up to five years credit in one-year increments. If applied for on or after July 1, 2005, members must have at least five years of service to purchase up to five years credit in one-year increments.
- Eligibility for Retirement changes from 10 years at age 60, 25 years at age 55, or 30 years at any age, to 10 years at age 60 or thereafter.
- Disability Benefit Accrual changes from 2.5% accrual to 1.8% accrual. Benefit will be recalculated upon attaining age 60 and application for recalculation is made to the LASERS Board.

Additional information may be obtained from LASERS' website: ( [Click Here](#) ).

### Special Events

<b>June 1</b>	Training: Writing SMART Performance Expectations, District 04, Bossier City
<b>June 2</b>	Training: Writing SMART Performance Expectations, District 08, Alexandria
<b>June 5-15</b>	Training: Writing SMART Performance Expectations, HQ Annex
<b>June 7</b>	Civil Service Commission Meeting
<b>June 21</b>	Standing Committee on Human Resources (SCHR) Meeting, HQ
<b>June 29</b>	Training: New Employee Orientation, HQ

### Operations Unit Update

**Important Reminder about May and June 2006 Merit Increases:** Beginning **May 1**, eligibility for **merit increases will be based on PPR ratings issued for the period ending June 30, 2006**. Therefore, merit increases for eligible employees with anniversary dates between May 1-June 30 will not be processed until FY 05-06 PPRs have been completed. These increases will be processed retroactively as per the May/June effective dates; employees will therefore receive back pay.

### Compensation Unit Update

**Cyclical Review of Position Descriptions (SF-3s):** All needed SF-3s have been requested for the second phase of the Cyclical Review Project, which consists of processing SF-3s for positions which currently have no SF-3 on file. If you have not already done so, please forward all requested SF-3s to Human Resources as soon as possible.

### Personnel Management Unit Update

**Engineering Summer Student Program:** DOTD has employed 25 junior- and senior-level engineering students to work full-time this summer in headquarters sections and

district offices. This program begins June 5 and ends August 18.

**Guidance to Supervisors on Documenting Employee Performance:** DOTD's PPR policy requires that each rating supervisor maintain a performance file throughout the rating period for each direct report to serve as the basis for PPR ratings. Examples of items that supervisors should maintain on file are:

- Copy of employee's current position description (SF-3)
- PPR planning document for current rating period
- Copy of district/section/agency goals for current FY and documentation of employee's contribution/completion/progress toward such
- Actual samples of employee's work
- Informal, contemporaneous notes reflecting personal observations of employee's performance (can include notes from calendar, daily planner, other)
- Documentation of input from others (e.g., peers, internal/external customers) regarding performance (commendations and complaints)
- Documentation of employee's improvements to any work processes/operations as applicable
- Employee's attendance records
- Training completed; status in structured training program
- Documentation of counseling/coaching sessions held with employee; supervisory plans; copies of official disciplinary actions
- Any other documents useful in evaluating employee's performance [e.g., performance logs, assignment sheets, daily work reports, unit work plans, individual development plans (IDP)]

*As a reminder, performance documentation is not public record and therefore should not be kept in a publicly accessible file.*

An employee should likewise maintain a "productivity file", documenting his/her own performance during the rating period, especially commendations from customers, coworkers, etc., regarding customer service and work accomplishments. At rating time, the supervisor should ask the employee for this information and combine with his/her own supervisory file to prepare the rating.

Friday, June 30, 2006

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[Comments or Questions](#)

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